



CV Preparation Guidance Notes

Purpose:

- The purpose of your CV is to generate interest in you as a candidate with the ultimate aim of securing an interview.
- Your CV is a sales document highlighting key responsibilities and achievements in each role rather than being an exhaustive list of everything that you have done.
- The aim is to produce a document, which a prospective employer, when reading rapidly through many applications, will put in the 'Yes' (for interview) pile.

Layout:

- Your CV needs to be neat, clearly laid out, easy to read and set out in bullet point form.
- Stick to a maximum of 3 pages in length, any longer and you risk losing impact and the reader's attention.
- Be accurate ensuring that all dates stack up and there are no gaps (use month & year and not just year), check grammar and spelling.
- We don't advise a 'personal characteristics' section, the readers will establish this for themselves during the interview process.
- Write your CV in the third person, for example 'responsible for...' as opposed to 'I was responsible for...'

Content:

- Stay focused and ensure every bullet point adds value to your CV, if it doesn't then leave it out.
- Split your experience between responsibilities and achievements. Responsibilities are what the reader would expect you to do at your level, achievements are things that are more unusual and set you apart from the competition. For example if you have saved the company time, money or implemented new processes/systems.
- Avoid one word statements, for example instead of 'budgets' use 'total responsibility for coordinating the 2008 budget for a 100m turnover division'.
- Try not to repeat your experience, in each new job be sure to highlight the additional skills you have gained, provide more information on recent roles and less on those you have had in the past (unless your most recent role is for only a short period of time).

The 5 things people look for on a CV:

- Financial accounting
- Management accounting
- Commercial accounting
- Systems
- Staff management

Where relevant have you included evidence of these?

Suggested Structure for your CV

NAME: Simon Cherry

RESIDENCE: Town or City

EDUCATION: Degree (e.g. BSc, BA (Hons), MSc etc) – subject – class (e.g. 2.1, 2.2)
'A' levels or equivalent – subject and grades (e.g. Maths A, English A, Physics B)
GCSEs/O levels or equivalent – number (subject and grades not needed)

PROFESSIONAL QUALIFICATION: ACA, ACMA, ACA (include if first time passes or if awards received e.g. regional placing)

LANGUAGES: List languages - spoken / written – fluent / intermediate / basic

EXPERIENCE:

NOV 2003 - DATE **COMPANY OR ORGANISATION**

Brief description of the company, what it does, sector, turnover of group and division.

MAR 2006 - DATE **Job Title**

Responsibilities:

(List 3 or 4 key responsibilities)

- Reporting to the Managing Director (who did you report to?)
- What was your contribution to preparation of management information and external statutory reporting
- Staff management (size of your team and what level, number of direct and indirect reports)

Achievements:

(List 3 or 4 key achievements)

- Improved reporting deadlines?
- Contribution to improved profitability?
- Saved the company time or money?
- Systems implementation and to what extent were you involved?

NOV 2003 – FEB 2006 **Job Title**

Responsibilities:

(List 3 or 4 key responsibilities)

- Reporting to the Managing Director (who did you report to?)
- What was your contribution to preparation of management information and external statutory reporting

Achievements:

(List 3 or 4 key achievements)

- Improved reporting deadlines?
- Contribution to improved profitability?
- Saved the company time or money?

COMPUTER / IT SKILLS: Systems used and to what level?

(Include systems implementation experience as an achievement above)

INTERESTS: What do you do in your spare time and to what level? This allows you to differentiate yourself from other candidates and could form an icebreaker at interview

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Nottingham The Business Centre | Technology Drive | Beeston | Nottingham | NG9 2ND † 0115 922 2240

Derby Friar Gate Studios | Cathedral Quarter | Ford Street | Derby | DE1 1EE † 01332 465 040

f 0115 824 2242 e info@cherryprofessional.co.uk

Alternatively if you have a number of interim or contract roles, we suggest this slightly revised structure:

NAME: Simon Cherry

RESIDENCE: Town or City

EDUCATION: Degree (e.g. BSc, BA (Hons), MSc etc) – subject – class (e.g. 2.1, 2.2)
'A' levels or equivalent – subject and grades (e.g. Maths A, English A, Physics B)
GCSEs/O levels or equivalent – number (subject and grades not needed)

PROFESSIONAL QUALIFICATION: ACA, ACMA, ACA (include if first time passes or if awards received e.g. regional placing)

LANGUAGES: List languages - spoken / written – fluent / intermediate / basic

EXPERIENCE:

MAY 2003 - DATE

INTERIM ROLES

Working for the following companies.

MAR 2006 – DATE

ABC Ltd – Manufacturing – Nottingham - £100m – FC – Reporting to the MD

JAN 2004 – FEB 2006

Company – Sector – Location – Turnover – Role – Reporting to -

MAY 2003 – DEC 2003

Company – Sector – Location – Turnover – Role – Reporting to -

Responsibilities:

(List 5 or 6 key responsibilities)

- What was your contribution to preparation of management information and external statutory reporting
- Staff management (size of teams and what level, number of direct and indirect reports do you have experience of managing?)

Achievements:

(List 5 or 6 key achievements)

- Improved reporting deadlines?
- Contribution to improved profitability?
- Difficult situation you faced and resolved?
- Systems implementation and to what extent were you involved?

JAN 2000 – APR 2003

COMPANY OR ORGANISATION (FOR YOUR LAST PERMANENT ROLE)

Brief description of the company, what it does, sector, turnover of group and division.

Job Title

Responsibilities:

(List 3 or 4 key responsibilities)

- Reporting to the Managing Director (who did you report to?)
- What was your contribution to preparation of management information and external statutory reporting
- Staff management (size of your team and what level, number of direct and indirect reports)

Achievements:

(List 3 or 4 key achievements)

- Improved reporting deadlines?
- Contribution to improved profitability?
- Difficult situation you faced and resolved?
- Systems implementation and to what extent were you involved?

COMPUTER / IT Systems used and to what level?

SKILLS: (Include systems implementation experience as an achievement above)

INTERESTS: What do you do in your spare time and to what level? This allows you to differentiate yourself from other candidates and could form an icebreaker at interview.

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